GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

MEPMA – Permission accorded to position the Technical Experts and Community Organizers in all 110 ULBs - Comprehensive guidelines for selection for positioning **368** Community Organizers as against 635 Community Organizers and 155 Technical Experts in 110 ULBs under National Urban Livelihood Mission as per guidelines issued by Government of India – Orders – Issued.

MUNICIPAL ADMINISTRATION AND URBAN DEVELOPMENT(UBS) DEPARTMENT

G.O.MS.No. 86 **Dated: 08-03-2017**

Read the following:

1. G.O.Ms.No. 257 Municipal Administration & Urban Development (UBS) Department dated 21.10.2016.
2. G.O.Ms.No. 313 Municipal Administration & Urban Development (UBS) Department dated 02.12.2016.
3. From the Mission Director, MEPMA, Guntur Letter Rc. No.211/ MEPMA/ 2016/E, dated 24.01.2017.

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ORDER:-

In the reference 1st and 2nd read above Government have accorded permission to the Mission Director, MEPMA, A.P. Guntur to position 155 Technical Experts and 635 Community Coordinators for all 110 ULBs in the state for implementation of the NULM under National Urban Livelihood Mission as per guidelines issued by Government of India.

2. Government hereby approve the following comprehensive guidelines for selection for positioning **368** Community Organizers as against 635 Community Organizers as **267** community Organizers are already working and 155 Technical Experts in 110 ULBs in terms of the NULM Operational Guidelines issued by Govt. of India.

1. METHOD OF SELECTION:

A. TECHNICAL EXPERTS:

Selection of Technical Experts from the persons working in MEPMA shall be in two phases as explained below.

i. In phase 1 Selection of Technical Experts shall be made from the persons working at present as DMCs, ADMCs, and TMCs having qualifications, experience and competencies prescribed by NULM and mentioned in **ANNEXURE - 1** of these guidelines, through selection process comprising only written test. At present 131 persons are working in the cadres of DMCs, TMCs and ADMCs. All 155 posts cannot be filled up in phase 1. Therefore there shall be a phase 2 of selection of Technical Experts.

ii. In phase 2 the unfilled vacancies of TEs shall be filled from the persons presently working as Community Organizers in MEPMA and having qualifications, experience and competencies prescribed by the NULM and mentioned in **ANNEXURE - 1** of these guide lines through selection process comprising only written test.

B. COMMUNITY ORGANIZERS:

The **267** Community Organizers presently working shall be adjusted against 635 Community Organizers sanctioned and the remaining **368** Community Organizers shall be filled from open market with the persons having qualifications prescribed by MEPMA through selection process of written test only.

C. EXTERNAL AGENCY: SELECTION AND POSITIONING OF T.Es. & C.Os.

As indicated in the guideline 6.3 of NULM Operational guidelines issued by GOI the 155 Technical Experts and 368 Community Organizers shall be selected through an External Agency following selection process comprising only written Test. The Mission Director MEPMA in association with APHRDI Institute, Bapatla which has been identified and given consent to act as the external agency for selecting Technical Experts and Community Organizers shall complete the selection process.

D. LINKAGES BETWEEN M.D.,MEPMA & APHRDI, BAPATLA

i. In respect of Technical Experts, APHRDI shall select the Technical Experts from DMCs, TMCs, and ADMCs in phase1 and from existing Community Organisers in phase 2 as per the guidelines communicated by the MEPMA and furnish final list of selected Candidates to the MEPMA.

ii. In respect of Community Organizers, APHRDI shall select community organizers from the open market as indicated in these guidelines and provide their services on out sourcing for one time at district level on their own or through any outsourcing agency identified at state level by the MEPMA.

iii. The M.D., MEPMA shall formulate and finalize the Terms of Reference clearly in consultation with DG, APHRDI, Bapatla and enter into an appropriate MOU with APHRDI for undertaking the task of selection and providing the services of the Technical Experts and Community Organizers to MEPMA . Financial implications shall form part of MOU.

iv. The M.D., MEPMA shall furnish detailed guidelines approved by the Government to the DG, APHRDI, Bapatla for this exercise.

v. The M.D, MEPMA and the DG, APHRDI will work in close coordination so that suitable persons are selected as T.Es and COs.

1. **DETAILS OF TECHNICAL EXPERTS TO BE FILLED:**

A. Total Number of Technical Experts to be filled**: 155**

B. Categories of Technical Experts : **4 categories**

i. Manager – Social Development & Infrastructure
ii. Manager – Skills & Livelihoods
iii. Manager – Financial Inclusion & Micro Enterprises
iv. Manager – Management Information System & Monitoring & Evaluation

C. Number of posts category wise:

	Category	No. of Posts
i.	Manager – Social Development & Infrastructure	**71***
ii.	Manager – Skills & Livelihoods	**71***
iii.	Manager – Financial Inclusion & Micro Enterprises	**09***
iv.	Manager – Management Information System & Monitoring and Evaluation	**04***
	Total:	**155**

* Number of categories may vary but the total number of 155 technical experts shall not vary.

2. **DETAILS OF COMMUNITY ORGANIZERS TO BE FILLED:**

Total Number of Community Organizers to be filled**: 368***

* This number may vary. Exact number as on the date of allotment shall be furnished by MEPMA

3. **EDUCATIONAL QUALIFICATIONS & EXPERIENCE AND COMPETENCIES**

i. Technical Experts:

Educational Qualifications, Experience and Competencies prescribed for Technical Experts category wise by NULM are given in the **ANNEXURE – 1** annexed to these guidelines and they shall be followed and should form part of Notification.

ii. Community Organizers

Minimum Graduation with 5 years of experience in any Government Organization / reputed NGOs in Social Mobilization & Institutional Development. These qualifications should form part of Notification.

4. **PROCESS:**

a. Technical Experts

i. **PHASE – 1**: The vacancies of Technical Experts shall be filled with the persons presently working as **DMCs, ADMCs and TMCs** in MEPMA and with educational qualifications, experience and competencies prescribed by NULM as mentioned at **ANNEXURE-1** of these guidelines through selection process of Written Test only.

ii. **PHASE – 2**: The **unfilled posts of Technical Experts in phase-1 shall be filled up with the** Community Organizers presently working in MEPMA and with educational qualifications, experience and competencies prescribed by NULM and mentioned in **ANNEXURE-1** of these guide lines.

iii. No age limit in the case of selection of Technical Experts

b. Community Organizers:

i. Any Person having educational qualifications, experience and competencies prescribed by MEPMA as contained in these guidelines are eligible to apply in response to the notification /advertisement given by the APHRDI, Bapatla.

ii. Maximum Age limit for SC and ST candidates is 45 years. For other Communities the age limit is 40 years. For CLRPs and TLFRs presently working with MEPMA and complete 5 years of service as on the date of notification age concession to the extent of 5 years shall be given over 40 years, if they apply. Age will be computed as on the date of notification.

5. **WRITTEN TEST FOR TEs AND COs:**

a. Candidates shall be selected through selection process involving only written test designing the question paper for 100 marks.

b. Minimum qualifying Marks in the Written Test for OC and BC candidates shall be 45% and for SC and ST candidates shall be 40%.

6. **SYLLABUS FOR WRITTEN TEST:**

Syllabus and Design of the Question Paper for written test shall be prepared by the APHRD Institute in consultation with M.D., MEPMA through a Committee constituted for the purpose in respect of TEs and COs keeping in view the Educational qualifications and competencies prescribed by NULM/MEPMA.

7. **RULE OF RESERVATION:**

Technical Experts: Rule of Reservation as amended from time to time shall be followed considering state as unit. All 4 categories of Technical Experts shall be treated as single entity while following Rule of Reservation

Community organizers: Rule of Reservation as amended from time to time shall be followed considering district as unit.

8. **SCRUTINY OF APPLICATIONS:**

The applications received shall be thoroughly verified in respect of qualifications, experience particularly relevancy of degrees and experience. In case of any doubt, the M.D., MEPMA may be consulted for clarification. Ineligible candidates shall not be allowed for written test. Degrees awarded by the universities not having UGC recognition shall not be considered.

9. **SETTING OF QUESTION PAPERS:**

APHRDI shall maintain utmost confidentiality in setting and printing of Question papers.

10. **SELECTION OF VENUE FOR WRITTEN TEST:**

Places selected for conducting written test shall have good furniture and facilities.

11. **MALPRACTICE IN THE WRITTEN EXAMINATION:**

APHRDI shall take appropriate steps to prevent and check malpractice during examination. Candidates who resort to malpractice shall be barred from the selection. Names of all such candidates shall be deleted from the list under intimation to the MD, MEPMA.

12. **PREPARATION OF FINAL SELECTION LIST:**

General Merit list shall be prepared on the basis of marks secured in the written test and final selection list shall be prepared following the Rule of Reservation. This is applicable to both TEs and Cos.

a. **Technical Experts**

Merit cum Roster list shall be prepared taking State as unit and all 4 categories as single entity following Rule of Reservation in phase 1 and phase 2 separately.

b. **Community Organizers:**

Taking district as unit, Merit cum Roster list shall be prepared following Rule of reservation.

13. **CONTRACTUAL AGREEMENT:**

a. Technical Experts:

i. APHRDI, Bapatla shall furnish final selection list (Merit cum Roster) of Technical Experts pertaining to phase I. All the selected candidates shall be given an initial Contract for a period of one year with probation for a period of 6 months from the date of joining.

ii. The contractual agreement will be prepared by the MEPMA keeping in view NULM guidelines and also the requirement of MEPMA. This shall be repeated in the case of phase 2 selection.

a. There should be a provision in the contract for immediate termination of contract of Technical Experts in case of breach of trust/ severe misconduct/non performance by giving one month remuneration in lieu of one month notice period.

b. The contract period of one year shall be renewed basing on the satisfactory performance of the individual.

iii. The MD., MEPMA shall conduct counseling to the candidates selected as TEs in the merit order and position them in the districts. Contractual Agreements to the Technical Experts selected shall be issued and signed copies of the same will be collected from them.

b. Community Organizers:

i. APHRDI shall act as an out sourcing agency for one time and allot the candidates selected as Community Organizers to the District Collector for allotting them to the ULBs. The District Collector shall ensure that the selected Community Organizer is not positioned in his native ULB.

ii. MEPMA shall furnish the number of Community Organisers to be allotted district wise. In case APHRDI does not find sufficient number of qualified and eligible candidates in the final list of selected candidates for allotment for a particular District, candidates selected in other districts may be positioned in the order of merit from the General Merit list of the state.

iii. The selected candidates shall be positioned in the districts through an outsourcing agency identified by the MEPMA.

14. **CHORONOLOGICAL ORDER OF WORKS/ TASKS TO BE CARRIED BY APHRDI, BAPATLA IN RESPECT OF TECHNICAL EXPERTS:**

- Preparation of Notification and Application format and uploading to MEPMA and APHRDI websites.

- Issue of Notification inviting online Applications from the eligible candidates working in the cadres of DMCs/ADMCs/TCS i.e. Persons having qualifications prescribed by NULM for each kind of TE posts as given in the guidelines enclosed.

- Receiving Applications either by post / Taking printouts of Applications received through online or processing of the data base of the Candidates applied using software developed for the purpose.

- Designing check list for Scrutiny of the Applications in respect of the qualifications and experience. Verification of recognition of the Universities from which they obtained degrees to identify the fake degrees.

- Scrutiny of applications and preparation of the lists of the eligible candidates category wise.

- Recording reasons for rejection in respect of the candidates whose candidature is rejected.

- Preparation of the syllabus / content to be tested in written test constituting a committee involving some experts presently working in MEPMA and nominated by M.D., MEPMA and others whom the DG , APHRDI wishes to be in the committee.

- Design of question paper – determination of different weightages for testing subject knowledge, functional skills, current affairs in consultation with MD, MEPMA.

- Setting up of sets of question papers.

- Printing of Question Papers.

- Deciding venues, date & time for written test.

- Generation of Hall Tickets/ Call Letters.

- Issue of Hall Tickets/Call letters for written test or making them available online for downloading. Communication of design of the question paper to the candidates.

- Conduct of written Test.

- Valuation of Answer Scripts. If the question paper is objective either by manual or through scanning in which case OMR Sheets are to be introduced. If the question paper is subjective, manual evaluation with the help of Scoring Key.

- Generation of overall merit lists.

- To adopt the guidelines communicated by the MEPMA in respect of prescription of minimum marks for OC/ BC/ SC/ ST if any.

- Preparation of merit cum roster list treating the unit of posts as State.

- Finalization of draft Contract Agreement for taking the services of the Technical Experts on the lines suggested by the NULM and M.D. MEPMA.

15. **TIME FRAME:**

APHRDI, Bapatla, shall adhere to the time frame as agreed upon and as mentioned in the terms of reference and MOU and complete two phases of selection accordingly.

16. **SECOND PHASE OF SELECTION OF TEs:**

i. In the second phase, the M.D., MEPMA shall assess the vacancy position of Technical Experts category wise after taking into account such number as have reported and intimate the same to the DG, APHRDI for taking up Selection of Technical Experts from the suitably qualified Community Organizers. Details are annexed as ANNEXURE: 1 of these guidelines.

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ii. In the second phase of selection also the APHRDI shall follow the same procedure as in phase 1.

iii. In the second phase APHRDI, Bapatla shall undertake the items of work right from issue of notification calling applications from the Community Organizers, processing of applications, conducting written test and preparation of final selection list following Rule of reservation.

17. **ROLES OF APHRDI, BAPATLA & MEPMA:**

i. Right from issue of notification calling applications, processing of applications, conducting written test and preparation of final selection lists as per the guidelines issued by the MEPMA and furnishing the final selection list to the M.D., MEPMA for positioning them in ULBs shall be undertaken by the APHRDI, Bapatla.

ii. The M.D. shall extend necessary information and material inputs to the APHRDI, Bapatla as required.

iii. MEPMA shall not provide Human Resource Support required to carry out the works specified in the terms of reference. The D.G. APHRDI shall have to engage necessary manpower if required and if not available with them. All such costs may have to be included in their bid/quote. MEPMA shall extend the required support.

iv. The M.D., MEPMA shall prepare terms of reference in consultation with DG, APHRDI and enter into MOU with APHRDI, Bapatla.

3. The Mission Director, MEPMA, Guntur shall take necessary further action in the matter.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

R.KARIKAL VALAVEN
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Mission Director, MEPMA, Guntur.
The Director General, APHRDI, Bapatla.
Copy to:
The OSD to Hon'ble M(MA).
The P.S. to Principal Secretary to Government, MA & UD Department.
Sf/Sc.

// FORWARDED :: BY ORDER //

ASSISTANT DIRECTOR

ANNEXURE -1

Educational Qualifications, Experience and Competencies of Technical Experts

S.No.	Position	Education and Experience particulars	Competencies
1	Manager – Social Development & Infrastructure	Two year full time Post Graduate diploma in Management / MBA or Masters in any other relevant discipline with 3 years of experience or Graduate from government recognized institute with 6 years of experience in Social Development work with poverty reduction programmes.	The persons should be Proficient with MS office: strong analytical skills: Experience of working with government institutions will be given preference
2	Manager – Skills and Livelihoods	Two year full time Post Graduate diploma in Management / MBA or Masters in any other relevant discipline with 3 years of experience or Graduate from government recognized institute with 6 years of experience in implementation of skill training and placement programmes.	
3	Manager – Financial Inclusion & Micro Enterprises	Two year full time Post Graduate diploma in Management / MBA or Masters in any other relevant discipline with 3 years of experience or Graduate from government recognized institute with 6 years of experience in dealing with credit linkages, social security and / or micro enterprises promotion in poverty reduction programmes/ financial institutions	
4	Manager – MIS & ME	Two year full time Post Graduate diploma / Masters in Computer Science, M.Sc. (Computer Science), B.Tech (Computer Science) or MCA from government recognized institute/university with at least 3 years of experience in designing and implementation of MIS and ME for large development projects, preferable poverty reduction project	The person should have, in addition to the above mentioned competencies, very good documentation skills and should be very good at preparation of reports: Proficient with Project Management software: Database Management systems: website development and management

R.KARIKAL VALAVEN
PRINCIPAL SECRETARY TO GOVERNMENT